

## **Division of Cannabis Regulation**

### **Section for Compliance & Enforcement**

### **Instructions for Business Change Application: Change of Facility Location**

Pursuant to 19 CSR 100-1.100(2) and 19 CSR 100-1.100(3), respectively, Marijuana and Medical facility licensees must apply for and obtain the department's approval before they may change the licensee's facility location.

#### **INSTRUCTIONS**

Licensees are required to complete the Business Change Application Checklist. For the change application to be considered complete, the checklist, fee and ***all*** documentation outlined on the checklist must be uploaded through the Missouri Registry Portal. The documents and information outlined in the checklist are the minimum required to verify the proposed change complies with Article XIV and 19 CSR 100-1. Considering the uniqueness of each request, the department cannot anticipate questions that might arise from the documentation submitted or the need for additional documentation. Pursuant to 19 CSR 100-1.030, licensed or certified entities must provide documents or records requested as part of an inspection or investigation within seven (7) days of the department issuing the request unless additional time is requested and granted. A department request for documents or records made as part of reviewing an application submitted by a licensee, such as a business change application, shall be considered an inspection of records. In addition, failure to timely provide requested documents or records may result in a fine of up to five thousand (\$5,000) dollars for every day the requested documents or records have not been provided after the deadline.

If documents are not submitted within the timeframe provided or found to be incomplete, the business change application may be denied. Licensees will be required to submit a new business change application and payment for applications that were previously denied for the department to process the business change application.

As a reminder, licensees may only submit business change applications as Business Updates through the Missouri Registry Portal, and the department will deny business change applications with missing or incomplete payments and documentation. Licensees can remit payment at <https://magic.collectorsolutions.com/magic-ui/Login/mo-health-senior-serv>, and upload their payment receipt with their business change application. The current fee schedule can be accessed at <https://health.mo.gov/safety/cannabis/fees.php>.

Change applications will be approved if the request contains all of the documentation, fees, and information required by 19 CSR 100-1, and the resulting change in ownership or ownership interests does not violate any provision of this chapter or Article XIV. If the department determines that an applicant has provided false or misleading information in the application, including applications for change, the license may be revoked or the department may impose other remedies not inconsistent with 19 CSR 100-1 or Article XIV. If you have any questions about the documentation or information requested in the Business Change Application Checklist, please reach out to your licensee's assigned Business Licensing Services Specialist.

## Business Change Application Checklist

Licensee Name		License Number	
Indicate License Type:			
Marijuana License (Includes Comprehensive, Testing, Transportation and Microbusiness) Medical License (Licenses designated as Medical only)			
Verify	Department Requested Document	Licensee Uploaded Document Name(s)	
	Proposed blueprints for the facility that detail room purpose(s), camera locations, limited access areas, access permissions, and all premises under facility control.		
	Documentation from the local government with jurisdiction over the facility's location confirming that the proposed location complies with local distance requirements, or stating that there are none.		
	If the local government in which the facility will be located has enacted applicable zoning restrictions, documentation from the local government with jurisdiction over the facility's location confirming that the proposed location complies with applicable zoning restrictions.		
	Location lease agreement and/or proof of ownership.  <i>Lease or Purchase Agreements should be contingent upon DHSS approval of location change</i>  <i>Lease agreements should not allow access to regulated product in the event of default or eviction.</i>		
	A list of all standard operating procedures the licensee will implement or modify if the Department approves the proposed change		
	Payment receipt for administrative and processing fee		
	Completed Business Change Application Checklist		
	Narrative description of change including address, reason for change and benefits of new location.  <i>Detail all aspects of the proposed change</i>		